

FULL EQUALITY IMPACT ASSESSMENT TOOLKIT

<b>Front Summary Sheet</b>	
<b>Department:</b>	<b>Team:</b>
<b>Project Manager:</b>	<b>Working title of proposal:</b>

## Full EQIA

<b>Step 1. What do we know from the data or research about the project/function/research?</b>
In this step you will be asked to expand on the evidence you gave in the initial EQIA (Step 1A) about what information you used to introduce this project/function/research?
<b>A.</b> Please expand on the related projects/functions/research that are currently up and running? (We want to know where you are at – this might be a chance to up-date us or a simple cut and paste from stage 1)
<b>B.</b> Explain what we know from existing data about the project/function/research in relation to equalities? (for example specifically commissioned research, focus group, consultation etc)
<b>C.</b> Identify what gaps in understanding about equalities are apparent in the knowledge and what further information is needed to fill these gaps?
<b>D.(i)</b> How do you propose to find this information?
<b>D. (ii)</b> Do you need help in finding this information? Yes
<b>E.</b> Is there anything else we need to know about your project/function/research?

<b>Step 2. Impacts on priority characteristics</b>		
(a) What is the likely impact (whether intended or unintended or positive or negative) of the project/function/research on the priority characteristics? For example: How is the project/function/research likely to affect the promotion of equality and the elimination of discrimination in each of the characteristics?		
(i) Race	Yes Please Comment:	Is there an opportunity to promote good relations? Yes Please Comment:
(ii) Sex (gender) including, pregnancy & maternity & gender reassignment	Yes Please Comment:	Is there an opportunity to promote good relations? Yes Please Comment:
(iii) Disability	Yes Please Comment:	Is there an opportunity to promote good relations? Yes Please Comment:
(iv) Religion and belief including marriage and civil partnership	Yes Please Comment:	Is there an opportunity to promote good relations? Yes Please Comment:
(v) Age	Yes Please Comment:	Is there an opportunity to promote good relations? Yes Please Comment:
(vi) Sexual orientation	Yes Please Comment:	Is there an opportunity to promote good relations? Yes Please Comment:

(b) If in your initial EQIA, potential for indirect/direct discrimination was identified. Please give reasons below why you think the policy is justifiable and proportionate in meeting a legitimate aim?

(c) **NOTE: If this project/function/research was highlighted as having potential concerns we must consider ways in which we might be able to amend this.**

Consider what changes you might need to make, especially in relation to promoting greater equality of opportunity?

(d) In relation to any equality characteristics, what are the potential cost implications?

<b>Step 3 Formal consultation and stakeholder engagement</b>			
(a) Do you have a consultation/involvement process? Yes			
If 'no', Do you need help to widen your consultation/involvement process? Yes			
If 'no' please continue to step 4			
(b) What do you hope to achieve from your consultation/involvement?			
(c) What methods of consultation/involvement do you propose (i.e. meetings, briefings, website etc)?			
(d) With whom will you consult/involve?			
The Law Society/Crown Office	Yes	Equalities Project Board	Yes
Representative community groups and their service users	Yes	The Executive Team	Yes
		Other(specify if possible):	Yes
(e) What is the estimated timescale of the consultation/involvement?			

<b>Step 4. Make arrangements to monitor and review impacts.</b>		
(a) How will the implementation of your project/function/research be monitored?		
(b) How will you measure the impact on the priority characteristics?  Do you need help to do this? Yes		
(c) How will results of monitoring be used to develop the work in the future?		
<b>To be completed after meeting with Equalities officer.</b>		
Will the EQIA be a standard item on project board meetings? Yes	Will the EQIA be a standard item on project board meetings? Yes	Will the EQIA be a standard item on project board meetings? Yes
If no please give reasons	If no please give reasons	If no please give reasons

<b>Step 5 Publication and review of EQIA.</b>
A. All EQIAs should be put into the shared Impact Assessment folder. Please remember they are subject to freedom of information requests.  Date of publication on shared drive:
B. Progress of all EQIAs will be reported to the Equalities Project Board - hence it is important that they are reviewed. In the future results of EQIAs may need to be shared publicly on the website/Annual report.  Review date known: Yes Specify review date:
C. Review of any results of EQIA:    Publication of results of EQIA Yes

**PLEASE RETURN TO THE DIANE WILLIS G12**